

Extraordinary Qualifications - Civil Service Form #1131

Requester Information

Name: **Bejide Legania** Date: **11/1/2017**
 Email: **bjegania@nola.gov**
 Phone Number: **504-658-7633**
 Department: **ITI**

Employee Details

Employee Name: **Craig Lewis**
 Department: **230 CAO**
 Appointing Authority: **Kimberly LaGrue
 Courtney Bagnieris**

Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: **INFORMATION TECHNOLOGY SPECIALIST III**

Job Posting and Appointment

Type of Appointment: **Probationary** Date of Appointment (if known): **10/30/2017**
 Duration of Job Posting: **Continuous**
 Method(s) of Advertising?: **Civil Service**

Detailed Position Description: **Highly responsible technical work of a specialized nature installing, supporting, and maintaining servers and other computer systems, and planning for and responding to service outages and other problems. Work also includes:**

- Presenting reports on performance at the manager, and executive levels
- Standardizing all incident identification, tracking, and reporting procedures
- Brainstorming, formalizing and managing policies to ensure performance goals are met. Policy areas include but are not limited to records retention, data center environment, testing procedures, and backups
- Set-up and maintenance of multiple types of computer systems including Windows Server 2008, Exchange 2010 and VMWare 5.1 and later
- Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems.
- Responsible for all storage related hardware both HDD and tape based
- Initiate preventive maintenance on the computer systems as well as repair system/environment problems
- Related work as required

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

42: Mr. Lewis was the highest qualified applicant on the Exchange portion of our interview process. He possesses the most extensive experience in Microsoft Exchange of any candidate and the current members of the IT Systems team. Microsoft Exchange supports the delivery of email to over 4500 city user accounts and is a critical component of the City's communications infrastructure. The remaining 40 candidates did not have an equal amount of technical experience, or did not rate as highly in the interview process. The previous IT Specialist III who managed Exchange from 2015-2017, Chns Souquet, recently resigned to accept a higher paying position.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Relevant Experience		13+ years of experience in IT Systems administrator's role and data center environment;	Systems administrator from 2004 to present; most recent 5 years worked in migrating from Exchange 2003 to 20 and deploying Exchange 2013 and deploying an archive system.
Education		Bachelor's Degree	Received Bachelor's degree in Mathematics, 12/1987
Certs/Training		Microsoft Certified Systems Administrator	MCSA # B773-4516, 3/2008

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

How are the duties of the position relevant to the advanced qualification?: Mr. Lewis will be the primary support for the City's enterprise email/messaging system, Microsoft Exchange. In addition to maintaining the stability of the email system for the City's 4500 email users, Mr. Lewis will also be lead the effort to update the email system and implement the email archival system to further stabilize our storage environment.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): 21

Rate Granted as a Percentage (must be divisible by 1.25): 28%

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

The annual salary of Craig Lewis will be \$74,242.08. If we did not hire Mr. Lewis as a civil servant, we would once again need to pay through one of our staff augmentation contracts at approximately \$193,336.00 annually, for a resource with his skillset. This is calculated based on a 2,000 hour year, at a rate of \$92.95/hour, which we paid from 2015-2016 for an Exchange administrator, Chris Souquet. Mr. Souquet accepted a civil service position as an IT Specialist III-Systems in January 2017, but soon resigned for a higher-paying position. Hiring Mr. Lewis as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor and fills a critical vacancy for our Systems team.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 11/1/2017

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Santuel Stoute

Date: 11/2/2017

Approval: Approved Denied Cancel

Comment: Percentage increase is 25% (Maximum allowed by rule) Step 21